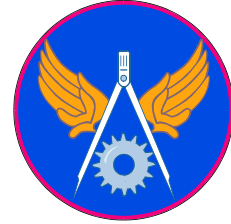**DEPARTMENT OF THE AIR FORCE**
HEADQUARTERS AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

AIR FORCE QUALIFICATION TRAINING PACKAGES (AFQTP)
TRAINER / TRAINEE GUIDE

1. Introduction.

1. 1.1. Trainees throughout the Air Force (AF), regardless of duty location or unit of assignment, require standardized training to ensure the successful performance of their duties. AFQTPs are the catalyst for this standardized training and are mandated by the Air Force Career Field Manager (CFM).

1.2. AFQTPs were written to standardize task knowledge for core and diamond tasks identified in the Specialty Training Standard (STS). Each AFQTP contains all core tasks within a specific module/major task heading in the STS. Each module is subdivided into units corresponding with the core task. Each unit has a Task Training Guide (TTG) that lists learning objectives, training references, and provides step-by-step instructions to perform the core task requirement.

>   **Note**: All information necessary to answer the review questions and Certification Tests (CerTest) questions is contained in the AFQTPs. If the trainee desires additional information refer them to the training references.

1.3. A paper element anchors each AFQTP and will direct the trainee to other media as applicable, such as CD-ROM, video, or Commercial "Off-The-Shelf" (COTS) products. The paper element is the **first** stop for all AFQTPs and should be used in conjunction with hands-on training. The AFQTP includes review questions, the answer key, and a performance checklist.

2. Policy.

2.1. To better understand AFQTPs, all CE personnel will read the CE CFM Directive, *Air Force Qualification Training Package (AFQTP)*located on the AFCESA web page www.afcesa.af.mil.

2.2.   AFQTPs are mandatory and must be completed to fulfill task knowledge requirements on core and diamond tasks for upgrade training. Review the table below for mandatory upgrade training requirements for these tasks.

>   **Remember!** Core and diamond tasks are equally important.

2.2.1. Use this chart to identify requirements for Core and Diamond tasks.

	AFQTP (See Note 1)	Hands-On (See Note 2)	CerTest (See Note 3)
Core Tasks (*/**)	✔	✔	
Diamond Tasks (◆)	✔	✔	✔

Note 1: Document completion of AFQTP on the *AFQTP Documentation Record.*

Note 2: For diamond tasks, trainees should receive hands-on training and certification when equipment becomes available either at home station or at a TDY location. This certification can be accomplished before or after upgrade.

Note 3: Diamond tasks require a CerTest to determine if the trainee has attained the knowledge level required. A minimum passing score of 80% is required.

2.3. AFQTPs standardize on-the-job-training (OJT) by ensuring all aspects of a task are covered sufficiently. They provide additional task knowledge in preparation for hands-on OJT. The AFQTP is a lesson plan used by the trainer/trainee to aid in the training process. A task performance checklist is also included at the end of each unit for use in the certification process. It is important that the trainer and trainee understand AFQTPs *do not* replace hands-on training, nor will completion of an AFQTP meet the requirement for task certification. However if equipment required for Diamond tasks is not available at the assigned base, upgrade of the individual is authorized upon successful completion of AFQTP and CerTest.

3. **Responsibilities.**

3.1. Trainer. As the trainer, you will:

- Use the *AFQTP Documentation Record* to identify core and diamond tasks required (this document can be downloaded from the AFCESA web site).

- Determine a schedule for unit completion to coincide with the trainee's OJT. (i.e., if the trainee is receiving OJT on drafting, issue the AFQTP unit relating to drafting)

- Review the AFCESA web site, with assistance from the UETM, to ensure the current edition of AFQTP is issued.

- Remove the answer key, if applicable, from the back of the paper element.

- Issue the AFQTP to the trainee and enter a start date on the *AFQTP Documentation Record*.

- Review the AFQTP/Module/Unit and the TTG with your trainee.

- Conduct knowledge training with the trainee using the AFQTP.

- Grade the review questions using the answer key.

- Review missed questions with the trainee to ensure the required task knowledge has been gained to complete the task.

- Upon successful completion of **diamond** task AFQTPs, coordinate with the UETM or designee to schedule the CerTest.

- Enter completion date and initial the *AFQTP Documentation Record*.

- Notify the certifier who will use the task performance checklist to evaluate task performance without assistance. Upon successful performance, document certification in the STS.

- Proceed to the next unit to be trained.

  Note: Keep in mind completing the AFQTP and passing the CerTest does not eliminate your responsibility for hands-on certification.

3.2. Trainee. As the trainee, there are a number of things you must do:

- Ensure your trainer explains the AFQTP process and your responsibilities.

- Review the AFQTP/Module/Unit and the TTG with your trainer.

- Ask questions if you do not understand the objectives for each unit.

- Complete knowledge training and review questions using the AFQTP.

- Review missed questions with your trainer.

- For diamond tasks, inform trainer when you're ready to take the corresponding CerTest

- Initial the *AFQTP Documentation Record.*

AIR FORCE QUALIFICATION TRAINING PACKAGES

IMPROVEMENTS/CORRECTIONS LETTER

E-mail this letter to: ceof.helpdesk@tyndall.af.mil

MEMORANDUM FOR: HQ AFCESA/CEOF
                    139 Barnes Dr Suite 1
                    Tyndall AFB FL 32403-5319

FROM:

SUBJECT: Improvement/Correction to AFQTP 3E1X1-XX.XX

1. *List any improvements/corrections you may have for this AFQTP/module/unit. Please be specific as to the page, reference, and element.*

2. *Include your name, organization, address, DSN and fax, or e-mail so we can contact you for questions or additional clarification with your recommendations.*

Use this form as a sample letter or send your comments via e-mail to the address indicated above.